



FAC Spotlight:
Facilities Gives a Much Needed
Facelift to Annex Cafeteria
Completed in record time

—Submitted by J.C. Newton, Facilities

The Capitol Annex cafeteria is always a popular gathering spot, especially when the general assembly is in session. Even throughout the year, students, out-of-town visitors and others seem to make their way to the basement eatery—and, as you can imagine, this steady stream of customers had taken its toll on the cafeteria.



With the new year came a refreshing face lift of the area. Returning customers have noticed the difference. The grill is shining, the kitchen is bright, and the food is as good as ever.

What was challenging was getting all the work done during December to be ready for the Jan. 5 opening. Compounding the time crunch, was working through the biggest holiday season of the year. While most of state government employees were on vacation, Facilities staff along with outside electricians, plumbers, carpenters and others were spending long hours in the cafeteria to ensure work was completed for the first day back in 2015. It was even a juggle getting supplies as many vendors had limited store hours as well.

Verizon HopeLine a huge success!

Thanks to everyone who donated their old phones and unwanted electronic devices to HopeLine. The Kentucky Commission on Women announced that they EXCEEDED their 3500 goal with 4400+ devices!!! Representatives from Verizon said the people of Kentucky have truly set a new standard for the HopeLine program and complimented the fact that hundreds of Kentuckians got involved... state employees, friends and relatives of state employees, cabinet secretaries, agency directors, agency staff, church groups, sororities, fraternities, women's organizations and others.

The Commission's partnership with the Mary Byron Project can now produce even more positive change for domestic violence victims since Verizon Wireless has contributed **\$50,000** to the WorkSafe program!



As with any project, workers encountered surprises along the way. It seemed the more the crews worked, the more time-consuming surprises they encountered. Once all the old equipment was removed, it became obvious that this was an excellent opportunity to make a few more improvements than originally planned.

Wiring upgrades, new sprinkler heads, new ceiling tiles, energy efficient lights, improved ventilation, state-of-the-art commercial wall coverings, and a new stainless steel stove hood that met modern day safety and code requirements were installed. Staff with the Division of Parks, who operate the cafeteria, even had time to give the area an intense floor-to-ceiling cleaning.

Planning and cooperation were paramount. Kudos to everyone involved from the Div. of Building and Mechanical Services, Parks and the Safety Office!



REMINDER!!!! DON'T GET LOCKED OUT OF YOUR COMPUTER

Take charge of your Windows password and even unlock your account by registering for **ADSelfService Plus**, a new feature from COT. You can unlock your account without calling the Commonwealth Service Desk for assistance. You can also change or reset your Windows password any time you wish to do so – day or night.

- No more service desk calls for locked accounts!
- Get back to work faster!

So, who can use ADSelfService Plus?

Any Commonwealth of Kentucky employee with an e-mail address ending in **@ky.gov** can register for ADSelfService Plus and use the service as often as they like.

How do I use ADSelfService Plus?

Most employees will be able to unlock their account directly from the Windows login prompt by following a link and answering a few questions. Those who do not see the link can navigate to the ADSelfService Web portal via an Internet browser from another computer. The portal can be accessed from any supported browser* on any Internet connection, regardless of your location.

How do I register?

You must register for an ADSelfService account before attempting to use the service for the first time. **You can't wait until your account is locked before you decide to register.** Registration is easy, and takes only a few minutes.

Where can I register?

Visit the [ADSelfService Web page](#) on COT's website where you can find all the information you need to get started.

Can I use the ADSelfService Plus app?

A third-party ADSelfService Plus mobile application is available in both the in Apple's iTunes App Store and on Google Play. The Commonwealth **does not offer support** for the app, so use it at your own risk.

**Supported browsers include Internet Explorer 5.5 and above, Netscape 7.0 and above, Mozilla 1.5 and above, Firefox 1.5 and above, and Safari 5.0 and above.*

Employee Health Insurance News

Important FLEXIBLE SPENDING ACCOUNT (FSA) and HEALTH REIMBURSEMENT ACCOUNT (HRA) Information...

WageWorks is the new FSA/HRA administrator. If you still have claims that need to be submitted, you need to send them to WageWorks – not Humana. Even if you used your Humana Access debit card for a purchase in 2014, you need to send your claims and any documentation to WageWorks.



The deadline to submit claims and paperwork WageWorks is March 31, 2015. The forms are available on the Finance Intranet site at <http://intranet.finance.ky.gov/newsletter.htm>.

Compass SmartShopper

You can get huge savings by comparison shopping with the Compass SmartShopper Program! [Click here](#) for updated information on incentives through the program or go to KEHP's website at Prevention Discounts.

SmartShopper has updated pricing based on Anthem's network (the new health insurance provider). KEHP members may shop these options in two ways either by calling 1-855-869-2133 or logging on to the website at www.compasssmartshopper.com.

You need to have your Anthem ID member number to register. If you registered last year, you will need to re-register because of the change in insurance providers from Humana to Anthem.

All KEHP members are encouraged to shop cost information for common healthcare procedures and diagnostic tests in their area. By using cost-effective locations, it allows you to be informed and empowered to save on your co-insurance and earn incentives based on the savings.



See Healthcare
Differently

Location matters
when shopping for healthcare.

SmartShopper
powered by COMPASS

[Click here](#) for Frequently Asked Questions.

Helpful information on:

- ✓ **Changes in employee net pay for 2015**
- ✓ **W-2 FAQs**
- ✓ **Tobacco-free Policy & Acknowledgement form**
- ✓ **KSU tuition discount for state employees**
- ✓ **Performance evaluations**

Questions related to this information or other HR issues should be directed to Division of Human Resources staff by calling (502) 564-7233.

Changes in Employee Net Pay in 2015

While Social Security and Medicare rates remain at 6.2% and 1.45% respectively in 2015, the federal and state calculations change each year. This means most employees will see some change in their tax withholding in the new year. Additionally, if employees made new health care elections or changed FSA amounts, their net pay will,

in many cases, be different than their net pay in the prior year.

W-2 FAQs***When will I receive my 2014 W-2?***

2014 W-2s will be printed and mailed prior to January 31, 2015.

My gross on my last paycheck doesn't match my W-2 amount. Why?

The W-2 reflects taxable, not gross wages. Most employees' gross wages are reduced by retirement and other pre-tax contributions. These contributions may include: pretax retirement installment purchase agreements, premium conversion (pretax group health insurance premium), FSAs (medical and daycare), and deferred compensation contributions (deferred compensation contributions are subject to Social Security and Medicare taxes, but are exempt from federal and state income tax withholding).

My FIT and SIT taxables don't match my Social Security and Medicare taxables. Why?

This is usually due to deferred compensation contributions being made during the tax year. Deferred compensation contributions are subject to Social Security and Medicare taxes but are exempt from federal and state income tax withholding.

My tax software program requires a local taxable amount. My W-2 doesn't show one. Where can I get this figure?

The IRS does not require a local taxable figure on the W-2. Only the local tax paid must be shown. However, some tax preparation software does require a local taxable figure for processing. We recommend that the employee use the Medicare taxable figure, found in box 5 of the W-2.

I'm using tax preparation software or a tax preparer, and when the Kentucky Employer Identification Number (077156) from box 15 for Form W2 is entered, the return shows an error and won't accept it with a leading 0.

We are aware that some tax software and/or preparers may have trouble accepting this number. If this issue is encountered, please omit the "0" from the beginning of the number shown and enter 77156 to remove the leading 0. NOTE: This is not an error on the W2; therefore, corrected W2s will not be provided.

My address changed and I didn't get my W-2. Where is it and how can I get it or a copy?

These are returned to the agency shown on the W-2. The agency can provide the employee with the returned W-2 when it is received by the agency or a copy may be requested via KHRIS ESS beginning February 1st.

Why do I have information in Box 12, code DD? Why is health insurance cost information on my W-2?

Employers are required to report the cost of employer sponsored group health plan coverage. It does not include PCA or FSA contributions, nor does it include premiums for vision, dental, cancer, or other similar coverage separate from general health insurance coverage. This information will be reported in box 12, code DD on the 2014 W-2. This reporting to the IRS is for informational purposes only and is intended to communicate the cost of health care coverage to employees. The value of the coverage provided is not considered taxable income. The reportable cost includes both the portion of the cost paid by the employer and the portion of the cost paid by the employee.

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Can I get a copy of my W-2?

The Personnel Cabinet does not keep "hard" copies of W-2s, but for 2011 W-2s onward, employees may request a copy via ESS or HR Administrators may submit a business request.

Performance Evaluations

As a reminder, the following modules of the evaluation process must be completed **no later than January 30, 2015**:

- third interim review for 2014
- final evaluation for 2014
- 2015 Performance Plan

Please take into consideration that the reconsideration process, when applicable, must be managed prior to this same January 30 deadline so be sure to allow time as may be needed.

In addition, evaluators must adhere to the following **new requirements** related to third interim reviews, fashioned by the Personnel Cabinet for performance years 2014 and after.

1. When selecting the option *"Additional documentation relating to the employee's performance since the last interim review may affect the overall rating ..."*, the third review meeting and meeting to discuss the year end rating must be conducted separately and should take place at least five (5) working days apart. The purpose of the separation is to permit ample time for the employee to respond in writing with comments to be attached for consideration. If the employee submits additional comments, the evaluator should review and consider the comments prior to rating the employee's performance.
2. If an evaluator selects the option *"The employee's performance has remained consistent since the last interim ..."*, then the 3rd interim review and annual evaluation can be planned for the same occasion. However, the evaluator should allow the employee up to five working days to attach additional comments if desired and if the employee elects to do so, then the evaluator shall postpone the annual evaluation meeting to take place after the evaluator has reviewed and considered the additional comments submitted by the employee.



Tobacco-Free Policy

Managers must ensure that all employees sign the Tobacco-Free Policy Acknowledgement Form this month. [The form is available on the Finance Intranet site.](#) Once complete, forms should be forwarded to the Division of Human Resources to be maintained in the agency employee personnel file.

TOBACCO-FREE POLICY ACKNOWLEDGEMENT

Pursuant to Executive Order 2004-707 and effective November 20, 2004, the use of tobacco, any tobacco products and any electronic cigarette or vaping device that is prohibited on any and all property owned, leased or contracted for use by the Executive Branch of the Commonwealth of Kentucky, including but not limited to all buildings or portions of buildings, land and vehicles owned, leased or contracted for use by agencies of the Executive Branch of the Commonwealth of Kentucky over which the Finance and Administration Cabinet has control.

I acknowledge that I have received notification of the Tobacco-Free policy (EO 2004-707) and that I am aware of the following:

- Employees who own tobacco, any tobacco products, and any electronic cigarette or vaping device on any and all property owned, leased or contracted for use by the Executive Branch of the Commonwealth of Kentucky, unless specifically exempted, are in violation of this policy and may be subject to disciplinary measures as determined by management. This includes but is not limited to: all buildings or portions of buildings, land and vehicles owned, leased or contracted for use by agencies of the Executive Branch of the Commonwealth of Kentucky over which the Finance and Administration Cabinet has control.
- This policy applies to all persons, including but not limited to: employees, nonemployee workers, vendors, visitors and other guests.
- My acknowledgment does not imply that I agree with this policy.

Employee's Printed Name _____ Employee ID or KRCID _____

Employee's Signature _____ Date _____

Complete this section only if employee refuses to sign:

Witness's Printed Name _____ Witness's Signature _____ Date _____

KSU Tuition Discount for State Employees

Beginning this spring, KSU is offering state employees a 25% discount off of their regular cost of tuition in an effort to increase enrollment. Though the registration window for this current semester is



about to close, employees may still wish to take advantage of this offer, once they are made aware of it. To do so, they must have their employment verified by their agency HR office directly to KSU, before each semester's registration deadline ends. A request form has been created for this purpose and will be available (along with discount information to include a KSU brochure) on the

Employee Discount Program page of the Personnel Cabinet's website.